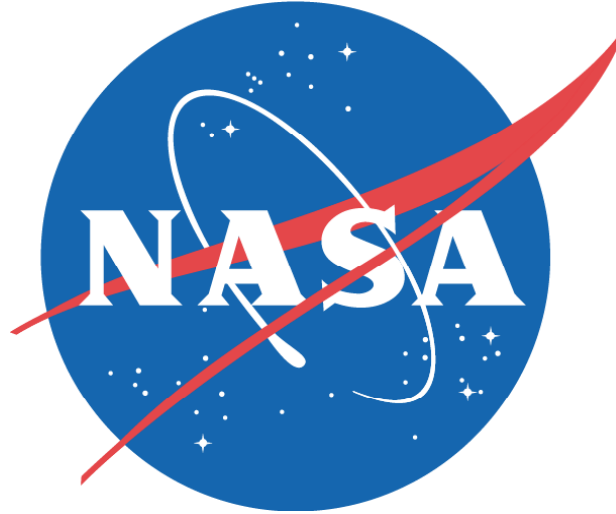


Responsible Office: Code I
Subject: Aeronautics and Space Report to the President



Office of Policy and Plans

Office Work Instruction

Aeronautics and Space Report of the President

Approved by Lori B. Garver
Associate Administrator
Office of Policy and Plans

Responsible Office: Code I
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DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		12/10/99	
Canceled	Baseline	4/24/02	Administrative Update to change responsible organization from Code Z to Code I. Action taken as a result of the July 10, 2001 memo from Administrator Dan Goldin to redistribute Code Z functions to other offices at HQS. Authorization made via email on 4/24/02 from Code I/Lynn Cline to transfer this OWI to her organization. (This OWI use to be Z007.)

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1. Purpose

The purpose of this procedure is to comply with the National Aeronautics and Space Act of 1958 (as amended) requirement that the President submit annually to the Congress a comprehensive report of the U.S. Government's aeronautics and space activities during the preceding fiscal year. By agreement with the Office of Management and Budget, NASA has performed this function on behalf of the President since 1960.

2. Scope and Applicability

- 2.1 This OWI covers the compilation and publication by NASA of the annual Aeronautics and Space Report of the President, which is performed in The Office of Policy and Plans (Code Z). This OWI also applies to NASA Enterprises, which contribute to the report.

3. Definitions

- 3.1 Aeronautics and Space Report of the President. A comprehensive description, submitted annually by the President to the Congress and concurrently published by NASA, of the programmed activities and the accomplishments of all agencies of the United States in the field of aeronautics and space activities during the preceding calendar year, as well as an evaluation of such activities and accomplishments in terms of the attainment of, or the failure to attain, the objectives described in section 102(d) of the National Aeronautics and Space Act of 1958, as amended.
- 3.2 FRC. Federal Records Center, a unit of the National Archives and Records Administration.
- 3.3 NARA. National Archives and Records Administration.
- 3.4 OMB. Office of Management and Budget, a unit of the Executive Office of the President.
- 3.5 OSTP. Office of Science and Technology Policy, a unit of the Executive Office of the President.

4. References

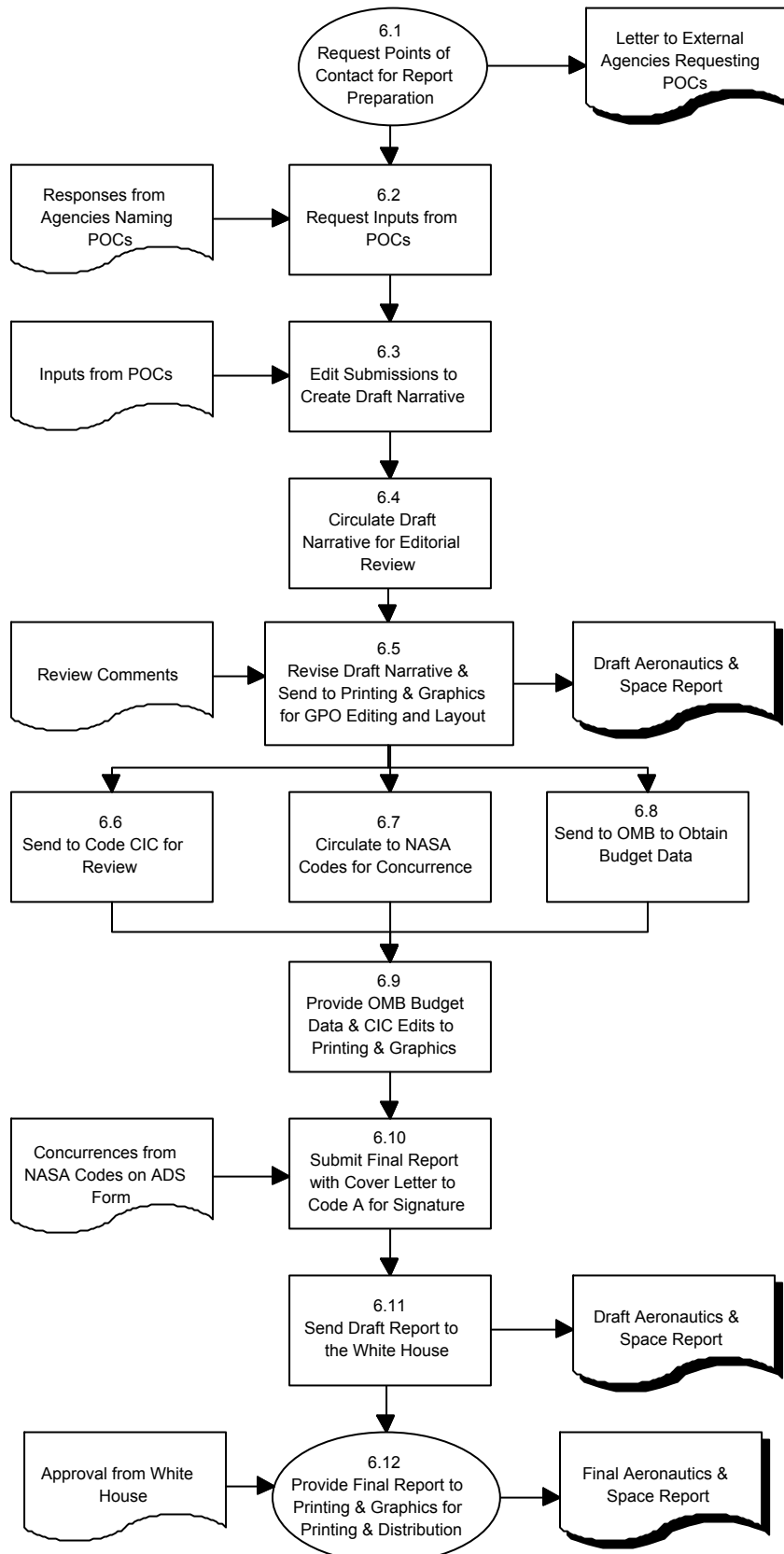
- 4.1 42 U.S.C. 2473, National Aeronautics and Space Act of 1958, As Amended; Sect. 206 (a).

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4.2 NHB 1101.3, Sect. 425.

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5. Flowchart



CHECK THE MASTER LIST at <http://hqiso9000.hq.nasa.gov>
TO VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE
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7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Information request letter	Policy Analyst	History Office	Hard Copy	1.28	Destroy when 5 years old.
Draft Report	Policy Analyst	History Office	Hard Copy	1.28	Permanent; may retire to FRC when 2 years old; transfer to NARA when 15 years old.
Approved Report with Administration	Policy Analyst	History Office	Hard Copy	1.28	Permanent; may retire to FRC when 2 years old; transfer to NARA when 15 years old.

APPENDIX: [None]